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X1 [redacted] Area Records Officer  
Office of National Estimates

29 August 1957

Chief, Records Management Staff

Audit of Records Disposition Program

1. The attached Records Control Schedule was prepared as a result of an audit of the Records Disposition Program in your office. The schedule reflects the changes required since the initiation of the program during 1954 and supersedes the previous schedule (20-54) dated August 1954.

2. The Records Disposition Program in the Office of National Estimates shows considerable progress for the period that it has been in effect. Destruction or retirement of inactive records is being carried out by most of the components of your Office. The audit revealed that your volume of records increased only 1% since 1954, which indicates that the amount of inactive records being destroyed or retired is equivalent to the records being created during the same period. This is a significant accomplishment and one of the major objectives of our program for the Agency. Through systematic disposition of inactive records ONE will realize substantial savings in the utilization of filing equipment and in greater efficiency of operating personnel. Your recent action to replace the combination lock safes in the vault area with five-drawer file cabinets is a commendable contribution to an effective and successful records management program within your Office.

3. The personnel of your organization displayed an interest in maintaining an active records disposition program and were very cooperative during the audit. [redacted], who prepared the new schedule, will be available to assist you with your program.



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